

Iowa Department of Education
Bureau of Nutrition, Health and Transportation Services

USDA 2009 ARRA Equipment Assistance Grant Application

Applications for the Equipment Assistance Grant must be **postmarked by May 4, 2009.**

Applications postmarked after this date will not be accepted. **Fax/email submissions will not be accepted.**

SCHOOL FOOD AUTHORITY (SFA) APPLICATION

1. Agreement Number: _____ SFA Name: _____
2. SFA ARRA Equipment Assistance Grant Application Contact:
Name _____
Email _____
Phone _____
3. Congressional District in which the school is located: _____
4. SFA is submitting individual school grant application(s) for how many **SCHOOLS?** _____
(Complete ONE SCHOOL APPLICATION (pages 3-4) for each school and piece of equipment the SFA is requesting funds for and attach to SFA Application, pages 1-2)
5. SFA is submitting an application for a **CENTRAL KITCHEN or PRODUCTION KITCHEN** that produces meals for more than one school and transports food to other schools?

☐ YES ☐ NO

(Complete the CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION (pages 5-6) to cover all funds requested and attach to SFA application, pages 1-2)

6. American Recovery and Reinvestment Act of 2009 (ARRA) Impact:
Estimates of the number of jobs created and/or retained due to the receipt of these funds is required. We realize these numbers are estimates. Please provide a short explanation telling us how the figure was arrived upon.

Estimate the number of jobs which will be created due to this grant award: _____

Estimate the number of jobs which will be retained due to this grant award: _____

Explanation of rationale for job estimates:

7. Financial need of SFA:

Food Service Fund Balance:

As of 6/30/08: _____

As of 1/30/09: _____

Average monthly expenditures: _____

8. SFA/School Capitalization Policy* _____

*(Provide copy of SFA's capitalization policy if under \$5,000.00)

The undersigned SFA representatives certify that:

- All Federal, State and Local procurement laws pertaining to the purchase of equipment will be followed when purchasing equipment with ARRA Equipment Assistance grant funds.
- ARRA Equipment Assistance grant funds will be obligated by September 1, 2009.
- The SFA will submit actual invoices documenting approved grant purchases and approved related costs and that expenses in excess of the approved grant amount will be the responsibility of the local school district.
- Equipment purchased with these grant funds will be used in operating the National School Lunch Program.
- Equipment purchased with grant funds will not be sold without prior approval from Iowa Department of Education/Bureau of Nutrition, Health and Transportation Services.
- The SFA will comply with recordkeeping and reporting requirements related to these funds.
- The information in this application packet is true and correct to the best of my knowledge.

Superintendent _____ Date _____

Business Manager _____ Date _____

Authorized Representative _____ Date _____

Food Service Director _____ Date _____

Applications for the Equipment Assistance Grant must be **postmarked by May 4, 2009.**

Applications postmarked after this date will not be accepted. **Fax/email submissions will not be accepted.**

SEND APPLICATIONS TO:

Patti Harding, Administrative Consultant
ARRA Equipment Assistance Grant
Nutrition, Health and Transportation Services
Grimes State Office Building
400 E 14th St
Des Moines, IA 50319-0146

Reminder: Make a copy for your file prior to submission.

SCHOOL APPLICATION - EQUIPMENT ASSISTANCE GRANT

(Complete ONE SCHOOL APPLICATION for each school the SFA is requesting equipment funds for and attach to SFA Application) Note: if you are requesting more than one piece of equipment for this school, you must complete pages 3 and 4, for each piece of equipment, unless the request is for more than one of the exact same pieces of equipment, i.e. two reach-in refrigerators with the same specifications.

1. Agreement Number: _____ SFA Name _____

2. Requesting Equipment For: _____

Name of School Building

School Unit Number

Address of School: _____

3. October 2008 Claim Information:

(a) Enrollment (Line 2 of claim) _____

(b) Unduplicated Count of Eligible Students on October 31, 2008

Free _____ (bottom of claim)

Reduced Price _____ (bottom of claim)

Percent Eligible _____ (calculate)

(c) Total Average Daily Participation for this school in October, 2008: _____

(Total meals served divide by days meals served)

4. Equipment requested: Applicants are expected to thoroughly research the equipment being requested. All Federal, State and Local procurement laws pertaining to the purchase of equipment must be followed.

Complete the general equipment specification information and estimated costs below and staple the equipment specifications that will be used for procurement to this page.

☐ New Equipment ☐ Renovation of Equipment ☐ Replacement of Equipment

Equipment Specifications	
Item	
Make and Model	
Size	
Estimated Life	
Frequency of Use	

Estimated Expenses	Amount of Grant Fund Support Requested	Funded with Other Dollars
Equipment		
Delivery		
Installation		
Other – Attach Description		
Disposition of Old Equipment		
Total Expense per Unit		
Number of Units		
Total Expense for All Units		

If equipment is being replaced, describe condition/age of equipment and what will be done with the old existing equipment. _____

6. Is this piece of equipment part of new construction where funds have been set aside to purchase equipment?

☐ YES ☐ NO If yes, please describe the source and why an equipment grant is being submitted

In responding to Questions 7 and 8, use the following format: 1" margins, double space, 12 pt. font, 2 page limit. At the top of each page list the SFA name and school name. Staple these responses to this page after the equipment specifications.

7. **Equipment purchases must fall into at least one of the four focus areas** (described on Page 2 of the memorandum.) The SFA selected focus area(s) numbered: _____ for this school.
Describe how the equipment for which funding is requested will impact the focus area(s) selected; justify why the equipment is needed; and why grant funds are needed to support the procurement.

- If you selected **Focus Area #1.**: Describe below how the purchase of this equipment lends itself to improving the quality of school foodservice meals that meet the dietary guidelines.
- If you selected **Focus Area #2.**: Describe below how the equipment will improve the safety of food served in the school meal programs.
- If you selected **Focus Area #3.**: Describe below how this equipment will improve the overall energy efficiency of the school foodservice operation.
- If you selected **Focus Area #4.**: Describe below how the equipment will allow for expanded participation in a school meal program.

8. Describe the process used to develop the cost estimates.

CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION EQUIPMENT ASSISTANCE GRANT

(Complete the CENTRAL KITCHEN or PRODUCTION KITCHEN APPLICATION for each piece of equipment the SFA is requesting funds for and attach to SFA Application) Note: if you are requesting more than one piece of equipment for this kitchen, you must complete page 5 and 6, for each piece of equipment, unless the request is for more than one of the exact same pieces of equipment, i.e. two reach-in refrigerators with the same specifications.

1. Agreement Number_____ SFA Name_____
2. Requesting equipment for: _____
Name of Central Kitchen or Production Kitchen School Unit Number

Address of CENTRAL KITCHEN or PRODUCTION KITCHEN:

3. October 2008 Claim Data: Identify schools served by the Central Kitchen or Production Kitchen and report the information below for each school. (Attach extra sheet)
- (a) Enrollment (Line 2 of claim)
- (b) Unduplicated Count of Eligible Students on October 31, 2008
- Free_____ (bottom of claim)
- Reduced Price_____ (bottom of claim)
- Percent Eligible_____ (calculate)
- (c) Total Average Daily Participation for each school in October, 2008: _____
- (Total meals served divide by days meals served)
4. Equipment Requested: Applicants are encouraged to thoroughly research the equipment being requested. All Federal, State and Local procurement laws pertaining to the purchase of equipment must be followed. **Complete the general equipment specification information and estimated costs below and staple the equipment specifications that will be used for procurement to this page.**
- ☐ New Equipment ☐ Renovation of Equipment ☐ Replacement of Equipment

Equipment Specifications	
Item	
Make and Model	
Size	
Estimated Life	
Frequency of Use	

Estimated Expenses	Amount of Grant Fund Support Requested	Funded with Other Dollars
Equipment		
Delivery		
Installation		
Other – Attach Description		
Disposition of Old Equipment		
Total Expense per Unit		
Number of Units		
Total Expense for All Units		

If equipment is being replaced, describe condition/age of equipment and what will be done with existing equipment: _____

6. Is this piece of equipment part of new construction where funds have been set aside to purchase equipment?
☐ YES ☐ NO If yes, please describe the source and why an equipment grant is being submitted:

In responding to Questions 7 and 8, use the following format: 1” margins, double space, 12 pt. font, 2 page limit. At the top of each page list SFA name and Central Kitchen or Production Kitchen name. Staple these responses to this page after the equipment specifications.

7. **Equipment purchases must fall into at least one of the four focus areas** (described on Page 2 of the memorandum.) The SFA selected focus area _____ for the Central Kitchen or Production Kitchen. Describe how the equipment for which funding is requested will impact the focus area(s) selected; justify why the equipment is needed; and why grant funds are needed to support the procurement.
- If you selected **Focus Area #1.**: Describe below how the purchase of this equipment lends itself to improving the quality of school food service meals that meet the dietary guidelines.
 - If you selected **Focus Area #2.**: Describe below how the equipment will improve the safety of food served in the school meal programs.
 - If you selected **Focus Area #3.**: Describe below how this equipment will improve the overall energy efficiency of the school food service operation.
 - If you selected **Focus Area #4.**: Describe below how the equipment will allow for expanded participation in a school meal program.
8. Describe the process used to develop the cost estimates.